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For information regarding this policy, contact Contract and Aboriginal Policing, National Traffic Services at GroupWise address [National Traffic Services](#).

1. Definitions

2. General

3. Retention of Media or Data

4. Roles and Responsibilities

1. Definitions

1. 1. **Configuration Settings** means parameters for configuration of the In-Car Video System (ICVS). This includes event tags, on screen management, pre-event recording times, and recording properties.

1. 2. **Disposition** means the process that enables government institutions to purge records that no longer have operational value.

1. 3. **Personal Information** means information about an identifiable individual that is recorded in any form.

1. 4. **System Administrator** means an employee who holds rights to manage data within the ICVS storage repository.

1. 5. **Transitory record** means a record required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent record.

2. General

2. 1. The ICVS is an audio and video recording system installed in operational police vehicles to enhance police and public safety, and to collect evidence of Criminal Code, Federal Statute, and Provincial Statute offences to support policing activities and investigations.

2. 2. Only an ICVS system meeting all of the technical requirements outlined by Contract and Aboriginal Policing can be used in an RCMP police vehicle. For current specifications, National Traffic Services may be contacted at GroupWise address [National Traffic Services](#).

2. 3. If an employee is operating an ICVS-equipped police vehicle, and the employee is trained in the operation of the ICVS, the system must be used during an occurrence.

2. 4. Configuration settings are not to be adjusted, unless approved by Contract and Aboriginal Policing.

2. 4. 1. The ICVS will be configured to allow for 30 second pre-event recording.
2. 4. 2. The ICVS will be configured to start recording automatically when emergency equipment is activated or the police vehicle is involved in a collision.
2. 5. Continue recording until the occurrence is over.
2. 6. The ICVS may be activated manually to collect evidence, e.g. when following a possible impaired driver.
2. 7. The ICVS removable storage device will only be used in the vehicle it is assigned to.
2. 8. All recorded information, regardless of the medium of creation or storage will be stored securely, and will only be accessed, when required, for judicial, administrative, or operational purposes.
 2. 8. 1. Recordings from ICVS are classified as Protected B, and must be handled and stored in accordance with Protected B material.
2. 9. Recordings from ICVS must not be disclosed outside the RCMP.

EXCEPTION: In accordance with all applicable legislation, regulations, policies, including third-party rule, and RCMP directives.

3. Retention of Media or Data

3. 1. Recorded media, regardless of the medium of creation or storage, will be retained in accordance with IMM ch. 2.3., sec. 4.6.6.
3. 2. Recorded media used for investigative purposes will be associated to an operational file and retained in accordance with IMM - App. 2-3-1 Operational Information Classification and Retention Structure.
3. 3. Recorded media not used for an investigative purpose (i.e. transitory information) will be retained in accordance with IMM ch. 2.3., sec. 4.6.6.3.1.
3. 4. Only employees designated as ICVS system administrators will purge recorded data.

4. Roles and Responsibilities

4. 1. Member

4. 1. 1. Ensure that you are familiar with the ICVS manufacturer's operating instructions before using the equipment.
4. 1. 2. Before your shift, inspect the ICVS to ensure it is working properly.
4. 1. 3. If the ICVS is inoperable or damaged, notify your supervisor immediately.
4. 1. 4. Ensure that both audio and video recording are activated on the ICVS during all contact with the public and when investigating an occurrence. See R. v. Fotheringham, 2014 YKTC 32.
4. 1. 5. Consider officer safety when positioning an ICVS equipped vehicle in order to capture all relevant data during an occurrence.

4. 1. 6. When tactically practicable, advise the individual under investigation that he/she is being video and audio recorded.
4. 1. 7. Do not deactivate the ICVS before the conclusion of a contact or investigation.

EXCEPTION:

1. ICVS should be deactivated when dealing with an informant, source or other persons whose identity needs to be protected. Document rationale for deactivation in your notebook or on camera.
 2. Situations where legal privileges exist, e.g. prisoner contacting legal counsel while in the police vehicle, the video recording must remain active during this period. Document rational to deactivate audio recording in your notebook or on camera. Reactivate audio recording when contact with legal counsel is completed.
 4. 1. 8. If an individual asks to view a recording of which he/she is the subject, allow the individual to view the recording, at your discretion, and in consideration of officer safety. This may be done at the roadside or detachment at a pre-arranged time.
 4. 1. 8. 1. To ensure no privacy or security concerns are created, members are to preview the recording before reviewing it with the individual.
 4. 1. 9. Where informal access to the recording is not practicable, the employee must advise the requester of his/her right to seek access to the recording by making a formal request under the *Privacy Act* or the *Access to Information Act*. See IMM ch. 3.1., sec. F.6.b.
 4. 1. 10. For ICVS using DVD RAM, ensure the media is managed as an exhibit and stored securely. See ch. 22.1.
 4. 1. 11. If using an ICVS requiring a USB key, ensure there is enough recording media available to cover your shift. Make every attempt to download all data to a secure/approved storage system at the end of your shift. See IM ch. III.1.
- NOTE: PROS does not have the capability to store ICVS video files at this time.
4. 1. 12. Report any lost/damaged USB or DVD to your supervisor. See SM ch. 4.2., sec. 5.5.
 4. 1. 13. Do not erase, alter, modify, or tamper with ICVS recordings.
 4. 1. 14. View original recordings only with approved ICVS/video equipment, authorized and issued by the RCMP.
- #### **4. 2 Supervisor**
4. 2. 1. Ensure that members are familiar with the ICVS operation before using the equipment. See sec. 2.3.
 4. 2. 2. Ensure members follow procedures for the use and operation of the ICVS.
 4. 2. 3. Ensure only persons with administrative rights purge ICVS recordings.
 4. 2. 4. Ensure only RCMP ICVS-approved equipment is used.
 4. 2. 4. 1 Ensure recording media/USB keys are identifiable to a particular police vehicle.

4. 2 .5. Provide audio-video disclosure of the original relevant portion of the recorded data to the Crown Attorney, if evidence of the occurrence exists in relation to the charge. See ch. 20.1.

4. 3. Detachment/Unit Commander

4. 3. 1. Monitor the overall management of the ICVS system, e.g. equipment use, data access and review, data safeguarding, and purging and disposition of recorded data.

4. 3. 1. 1. Identify a system administrator who is responsible for administrative management of data within the ICVS storage repository.

4. 3. 2. Ensure all disclosure requests are actioned. See ch. 20.1.

4. 3. 3. Document action taken to replace/locate a lost or damaged ICVS USB key. See SM ch. 4.2., sec. 5.

4. 3. 4. Complete informal requests for access to recordings as outlined in IMM ch. 3.1., sec. H.

4. 3. 5. Consider using the Unit Level Quality Assurance process to identify and monitor high risk activities associated to using the ICVS, e.g. verify ICVS use, maintenance/service records. See AM ch. I.7.

References

- Library and Archive Canada
- Operations Manual, ch. 16.4.
- Operations Manual, ch. 47.1.

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